American Correctional Association
Restrictive Housing Expected Practices
January, 2018
Alternative Meal Service— foods provided to comply with the medical, religious, or security requirements. Alternative meals must be designed to ensure that basic health needs are met and are provided in strict compliance with policies signed by the chief executive officer, the chief medical officer, the registered dietician, and for the religious diets, by the appropriate religious leader.

Extended Restrictive Housing— Housing that separates the offender from contact with general population while restricting an offender/inmate to his/her cell for at least 22 hours per day and for more than 30 days for the safe and secure operation of the facility.

Extended Restrictive Housing with Medical and Behavioral Health Treatment— Offenders who are placed in long term Restrictive Housing to his or her cell for at least 22 hours per day and for more than 30 days that are in need of Behavioral health treatment and services.

Multidisciplinary Services team— Provides integrated services by assessing an inmate’s needs; developing an individualized plan and ensuring that services are delivered in an effective manner to assist the inmate in transition to general population or the community.

- The team may include but is not limited to a facility administrator and correctional, treatment, and programming staffs.

Multidisciplinary treatment team— provides an integrated team approach to inmate care and treatment. The members meet together to develop and provide necessary health and behavioral health care services and individualized treatment for inmates with particular emphasis on addressing needs during confinement in Restrictive Housing and step-down programs.

- The team may include psychologists, psychiatric practitioners, licensed social workers, licensed mental health counselors, registered nurses, activity therapists, and correctional staffs.

Restrictive Housing— a placement that requires an inmate to be confined to a cell at least 22 hours per day for the safe and secure operation of the facility.

Serious Mental Illness— Psychotic Disorders, Bipolar Disorders, and Major Depressive Disorder; any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person’s ability to meet the ordinary demands of living and requires an individualized treatment plan by a qualified mental health professional(s).

Psychological - as relating to the mental and emotional state of an individual
Cognitive - as relating to cognitive or intellectual abilities
Behavioral – as relating to actions or reactions in response to external or internal stimuli that is observable and measurable
Step-down Program—A program that includes a system of review and establishes criteria to prepare an inmate for transition to general population or the community. Individualized programs involve a coordinated, multidisciplinary team approach that includes mental health, case management, and security practitioners. Medical personnel will be part of the multidisciplinary team when inmates who have chronic care or other significant medical accommodation needs participate in this program.
Section 1: Adult Correctional Institution Proposed Performance Based Standards

Section 2: Adult Local Detention Facility Proposed Performance Based Standards
Proposal: Written policy, procedure and practice provide that the placement of an inmate in Restrictive Housing shall be limited to those circumstances that pose a direct threat to the safety of persons or a clear threat to the safe and secure operations of the facility. The policy governing the placement of an inmate in Restrictive Housing shall include:

- The relationship between the threat the inmates poses and the behaviors articulated in the policy.
- The impact that Restrictive Housing may have on medical and mental health conditions exhibited by the inmate and the possible alternatives that may be available to compensate for such conditions.
- A description of alternatives that may be available to safely deal with the threat posed by the inmate other than restricted housing.

Comment: Offenders who pose a threat to staff, other inmates, or themselves may be removed from the general population for the safety and security of the institution. An official review must occur within 24 hours.

Process Indicators: Specific paperwork documenting review and approval/disapproval of placement or removal. Documentation showing review within 24 hours by the appropriate authority.
Proposal: Written policy, procedure, and practice provide that the warden/superintendent, authorized
designee or shift supervisor can order immediate removal from general population when it is necessary to
protect the inmate or others. The action will be approved, denied, or modified within 24 hours by an
appropriate and higher authority who is not involved in the initial placement.

Comment: Inmates who pose a threat to staff, other inmates, or themselves may be removed
from general population for the safety and security of the institution. Those reviewing an inmates’
removal from general population are not to be involved in the initial removal of the inmate to
maintain impartiality.

Protocols: Written policy and procedure.

Process Indicators: Specific paperwork documenting review and approval/disapproval of
placement or removal, incident reports. Order of Detention signed by Warden/Superintendent or
Shift Supervisor. Documentation showing review within 24 hours by appointed authority not
involved.
Proposal: When Restrictive Housing units exist, written policy and procedure govern their operation.

Comment: None.

Protocols: Written policy and procedure, Post Orders, unit log book(s).

Process Indicators: Physical/electronic case notes, inmate files, logs for Multi-disciplinary treatment team, Mental Health & Medical visits. Inmate records and Restrictive Housing log.
Proposal: Restrictive Housing units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Restrictive Housing cells permit the inmates assigned to them to converse with and be observed by staff members. Space is available either inside the Restrictive Housing unit or external to the unit for treatment staff consultation with Restrictive Housing inmates.

Comment: None.

Protocols: Written policy and procedure, Restrictive Housing policy; post orders.

Proposal: Restrictive Housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for Restrictive Housing units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each Additional 150-square feet of unencumbered space, an Additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180-square feet of unencumbered space. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

Comment: None.

Protocols: None.

Process Indicators: Observation. Measurement. Facility logs and activity records. Total square footage of areas mentioned, population of unit, square feet per inmate. Observations and photographs
Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-RH-0006 (Ref: 4-4141)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: All cells/rooms in Restrictive Housing provide a minimum of 80 square feet, and shall provide 35 square feet of unencumbered space for the first occupant and 25 square feet of unencumbered space for each additional occupant.

Comment: None.

Protocols: Written policy and procedure, facility plans/specifications

Process Indicators: Measurement. Observation. Inmate interviews. Total square footage, number of encumbered square feet; number of unencumbered square fee per inmate and number of inmates housed in unit
Proposal: Written policy, procedure, and practice provide any time served in pre hearing detention is to be credited to the determinant Restrictive Housing sanction.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate files, conduct reports on rule violations, dispositional records of disciplinary committee or hearing examiner. Disciplinary action, Disciplinary records.
Proposal: Written policy, procedure, and practice provide for a review of the status of inmates in Restrictive Housing by the classification committee or other authorized staff every seven days for the first 60 days and at least every 30 days thereafter.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Inmate files, review records, dispositional records of disciplinary committee or hearing examiner. Documentation of review and outcomes.
Proposal: Written policy, procedure, and practice specify the review process used to release an inmate from Restrictive Housing.

Comment: An inmate should be released by action of the appropriate authority.

Protocols: Written policy and procedure.

Process Indicators: Release documentation, indication step-down option if applicable. Inmate unit record showing housed more than 30 days.
Proposal: Written policy, procedure, and practice provide that a mental health practitioner/provider completes a mental health appraisal within 7 days of placement. This may include a mental health screening that has been completed by health care personnel at the time the offender is placed in restrictive housing. If confinement continues beyond 30 days, a behavioral health assessment by a mental health practitioner/provider is completed at least every 30 days for offenders with a diagnosed behavioral health disorder and more frequently if clinically indicated. For offenders without a behavioral health disorder, an assessment is completed every 90 days and more frequently if clinically indicated. The behavioral health assessment will be conducted in a manner that ensures confidentiality.

Comment: Inmates whose movements are restricted in Restrictive Housing units may develop symptoms of acute anxiety or other mental problems; regular psychological assessment is necessary to ensure the behavioral health of any inmate confined in such a unit beyond 30 days.

Protocols: Policy and procedures; standardized (behavioral health) reporting form

Process Indicators: Established and complete standardized behavioral health form (Restrictive Housing mental health (RHMH) evaluation form - complete and current for the required period). Inmate health records, unit logs, behavioral health review documentation within 7 days, and behavioral health review documentation after 30 days. Observation and interviews
Proposal: Written policy, procedure, and practice require that all Restrictive Housing inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior or self-harm receive more frequent observation; suicidal inmates are under continuous observation. Observation shall be documented on a log. A qualified mental health professional will determine the type of observation (minimal to constant).

Comment: An inmate companion program for use in the observation process is acceptable provided that the inmate companion is trained and monitored and is not a replacement for observation by staff.

Protocols: Written policy and procedure and post orders.

Process Indicators: Staff plans/logs. Review sheets; observation forms. Unit record/log documenting cell checks.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing receive daily visits from the senior correctional supervisor in charge, daily health care rounds from a qualified health care professional (unless medical attention is needed more frequently), and visits from members of the program staff at least weekly.

Comment: Because they are restricted from normal movement within the institution, it is imperative that inmates in Restrictive Housing are visited regularly by key staff members who can ensure that their health and well-being are maintained.

Protocols: Written policy and procedure

Process Indicators: Log Documenting Daily rounds. Documentation of Senior Correctional staff visits and health care visits. Inmate interviews and completed unit log documenting visit for senior staff
Proposal: Written policy and procedure govern the selection criteria, specialized training, supervision, and rotation of security staff who work directly with inmates in Restrictive Housing on a regular and daily basis.

Comment: Specialized training should include but not be limited to Crisis Intervention Training, Stress Management and Correctional Behavioral Health Certification.


Process Indicators: Staff Roster and training records of staff assigned to the unit.
4-RH-0014  Deleted August, 2017
Proposal: Written policy, procedure, and practice provide that all inmates in Restrictive Housing are provided medication as prescribed.

Comment: None.

Protocols: Written policy and procedure, property and service logs.

Process Indicators: medication administration records, doctor’s orders, MAR is filled out; timeliness of medication.
Proposal: Written policy, procedure, and practice provide that all inmates in Restrictive Housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.

Comment: Inmates in Restrictive Housing should be provided basic items needed for personal hygiene as well as items such as eyeglasses and writing materials. Clothing should be that of the general population unless an adjustment is necessary for self-protection, such as removal of a belt to prevent a suicide attempt, and any clothing adjustment should be justified in writing by an appropriate official. If a supervisor judges that there is imminent danger that an inmate will destroy an item or use it to induce self-injury, the inmate may be deprived of the item; in such cases, every effort should be made to supply a substitute for the item or to permit the inmate to use the item under supervision of an officer.

Protocols: Written policy and procedure, property and service logs

Process Indicators: Complete property/service logs, cell inspection documentation.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing have the opportunity to shave and shower at least three times per week. In instances where inmates are not allowed to shave or shower, these instances must be documented and reviewed by the senior correctional supervisor in charge.

Comment: Inmates in Restrictive Housing should have the opportunity to maintain an acceptable level of personal hygiene unless these procedures cause an undue security hazard. If conditions permit, the inmates should be able to shower daily. Issued personal hygiene equipment should be controlled and accounted for.

Protocols: Written policy and procedure.

Process Indicators: Documentation of deviation from standard requirements, inventory reports, issue logs, daily shift logs, building schedules.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Unit log, unit schedule, and documentation of exceptions signed by senior officer.
Proposal: Alternative meal service may be provided to an inmate in Restrictive Housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/superintendent, or designee and facility health care authority or designee. The substitution period shall not exceed seven days unless it is extended with the review of the authorizing administrator and the approval of the health care practitioner.

*Note: See definition with amendment for “Alternative Meal Service”

Comment: Health assessment/evaluation should be done within 7 days to ensure that the inmate is not malnourished.

Protocols: Written policy and procedure, unit log (basic nutritional requirements- Documentation signed off by a registered dietician or licensed nutritionist).

Process Indicators: Completed unit log.
Proposal: Written policy, procedure, and practice provide that whenever an inmate in Restrictive Housing is deprived of any usually authorized item or activity; a report of the action is filed in the inmate’s case record and forwarded to the chief security officer.

Comment: The report should identify the inmate, item or activity deprived of, and the reasons for the action. The report should be forwarded to the chief security officer as soon as possible; approval for removing all of an inmate’s personal items should be obtained in advance from the warden/superintendent or designee. No items or activity should be withheld for the purpose of punishment or for longer than necessary to ensure the safety and well-being of the inmate and others.

Protocols: Written policy and procedure.

Process Indicators: Documented report of action and inmate record.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing can write and receive letters on the same basis as inmates in the general population.

Comment: Letters should be delivered promptly. Any item rejected consistent with policy and procedure should be returned to sender, and the inmate should be advised of the reason for rejection.

Protocols: Written policies and procedures.

Process Indicators: Documents maintained for any instance of exceptions.
Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-RH-0022 (Ref: 4-4267)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing have opportunities for visitation unless there are substantial documented reasons for withholding such privileges.

Comment: Every effort should be made to notify approved visitors of any restrictions on visiting; if time allows, the burden of this notification may be placed on the inmate.

Protocols: Written policy and procedures.

Process Indicators: Documentation of visitation denial and visiting log.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing have access to legal materials.

Comment: To ensure legal rights, inmates in Restrictive Housing should have access to both personal legal materials and available legal reference materials. Reasonable arrangements should be made to assist the inmates meeting court deadlines.

Protocols: Written policy and procedure.

Process Indicators: Logbook of legal material usage and direct observation.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing have access to reading materials.

Comment: Inmates in Restrictive Housing should be provided a sufficient quantity of reading materials and have an opportunity to borrow reading materials from the institution’s library.

Protocols: Written policy and procedure.

Process Indicators: Logbook for reading material usage.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing receive a minimum of one hour of exercise outside their cells, five days per week, unless security or safety considerations dictate otherwise.

Comment: Inmates in Restrictive Housing should be provided with the opportunity to exercise in an area designated for this purpose, with opportunities to exercise outdoors, weather permitting, unless security or safety considerations dictate otherwise. A written record should be kept of each inmate’s participation in the exercise program. Reasons for imposition of constraints should be documented.

Protocols: Written policy and procedure.

Process Indicators: Recreation logbook. Documentation of denial.
Proposal: Written policy, procedure, and practice provide that inmates in Restrictive Housing are allowed at minimum telephone privileges to access the judicial process and family emergencies as determined by the facility administrator or designee unless security or safety considerations dictate otherwise.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Phone log. Documentation of denial.
Restrictive Housing Committee-028

**Manual:** Adult Correctional Institutions (ACI)  
**Edition:** Fourth  
**Standard:** 4-RH-0027 (Ref: 4-4273)  
**Agency/Facility:** ACA Restrictive Housing Committee  
**Facility Size:** N/A  
**Accredited:** N/A  
**Proposal Type:** Addition

**Proposal:** Written policy, procedure, and practice provide that inmates in Extended Restrictive Housing have access to programs and services that include, but are not limited to the following: educational services, commissary services, library services, social services, behavioral health and treatment services, religious guidance, and recreational programs.

**Comment:** Although services and programs cannot be identical to those provided to the general population, there should be no major differences for reasons other than danger to life, health, or safety.

**Protocols:** Written policy and procedure.

**Process Indicators:** Program listings with descriptions; Program and Extended Restrictive Housing Rosters; Sign in Logs; Unit logs; Commissary receipts.
Proposal: Written policy, procedure, and practice provide that new inmates assigned directly to Restrictive Housing receive written orientation materials and/or translations in their own language. When a literacy problem exists, a staff member assists the inmate in understanding the material. Completion of orientation is documented by a statement signed and dated by the inmate.

Comment: Orientation should include written materials about the institution’s programs, rules, and regulations, and discussion. Orientation should also be used to observe inmate behavior and to identify special problems. Inmates who are unable to read and write should be assisted through case management services provided by the facility.

Protocols: Written policy and procedure.

Process Indicators: Signed receipts, logs, intake records, and inmate interviews.
Restrictive Housing Committee-030

Manual: Adult Correctional Institutions (ACI)
Edition: Fourth
Standard: 4-RH-0029 (Ref: 4-4400)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposed Standard: (MANDATORY)

When an offender is transferred to Restrictive Housing, health care personnel will be informed immediately and will provide a screening and review as indicated by the protocols established by the health authority.

The mental health portion of the screening should include at a minimum, but is not limited to:

Inquiry into:

- whether the offender has a present suicide ideation
- whether the offender has a history of suicidal behavior
- whether the offender is presently prescribed psychotropic medication
- whether the offender has a current mental health complaint
- whether the offender is being treated for mental health problems
- whether the offender has a history of inpatient and outpatient psychiatric treatment
- whether the offender has a history of treatment for substance abuse

Observation of:

- general appearance and behavior
- evidence of abuse and/or trauma
- current symptoms of psychosis, depression, anxiety, and/or aggression

Disposition of offender:

- no mental health referral
- referral to mental health care service
- referral to appropriate mental health care service for emergency treatment

If the results of the inmate screening indicates the inmate is at imminent risk for serious self-harm, suicide, exhibits debilitating symptoms of a SMI, or requires emergency medical care, a health care professional shall be contacted for appropriate assessment and treatment.

Unless medical attention is needed more frequently, each offender in Restrictive Housing receives a daily visit from health care personnel to ensure that offenders have access to the health care system. The presence of health care personnel in Restrictive Housing is announced and recorded. The health authority determines the frequency of physician visits to Restrictive
Housing units.

Unless mental health attention is needed more frequently, each offender in Restrictive Housing shall receive a weekly visit from mental health staff to ensure that offenders have access to the behavioral health system. The presence of a mental health staff in Restrictive Housing is announced and recorded. The mental health authority determines the frequency of mental health professionals to Restrictive Housing units.

**Comment:** Inmates whose movements are restricted in Restrictive Housing units may develop symptoms of acute anxiety or other mental problems; regular psychological assessment is necessary to ensure the behavioral health of any inmate confined in such a unit beyond 30 days. The assessment and treatment may require diversion from Restrictive Housing by a health care professional. Health care personnel and mental health staff visits are intended to be screening rounds and are not meant to be clinical encounters. Those offenders who request sick call are evaluated by health care personnel who determine the appropriate setting for further attention and examination. Health care providers may request that an offender be removed from a cell or housing area for medical attention or examination. All sick call encounters are documented in the offender’s health record.

**Protocols:** Policies and procedures, unit logs, sign in and sign out sheets, cell check logs.

**Process Indicators:** Logs, observation, and healthcare staff schedule.
Proposal: Written policy, procedure and practice require that the agency will attempt to ensure offenders are not released directly into the community from Extended Restrictive Housing. In the event that the release of an offender directly from Restrictive Housing into the community is imminent, the facility will document the justification and receive agency level or designee approval (does not apply to immediate court order release).

In addition to required release procedures (see 4-4446) the following must be taken at a minimum

- Development of a release plan that is tailored to specific needs of the offender (does not apply to immediate court order release)
- Notification of release to state and local law enforcement
- Notify releasing offender of applicable community resources
- Victim Notification (if applicable/there is a victim)

Comment: None.

Protocols: Written policy and procedure.

Proposal: An individual diagnosed with a serious mental illness will not be placed in Extended Restrictive Housing, unless the multidisciplinary service team determines there is an immediate and present danger to others or the safety of the institution. There must be an active individualized treatment plan that includes weekly monitoring by mental health staff, treatment as necessary, and steps to facilitate the transition of the offender back into general population.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Placement assessment form; review forms, logs and medical records.
Proposal: Written policy, procedure, and practice require that step down programs are offered to Extended Restrictive Housing inmates to facilitate the reintegration of the inmate into general population or the community. These programs shall include, at a minimum, the following:

- Pre-screening evaluation
- Monthly evaluations using a multidisciplinary approach to determine the inmate’s compliance with program requirements
- Subject to monthly evaluations;
  - Gradually increasing out-of-cell time
  - Gradually increasing group interaction
  - Gradually increasing education and programming opportunities
  - Gradually increasing privileges
- A step-down transition compliance review
- Post Screening Evaluation

*See definition for multidisciplinary services team and multidisciplinary treatment teams

**Definition of Step-Down Program:** A program that includes a system of review and establishes criteria to prepare an inmate for transition to general population or the community. Individualized programs involve a coordinated, multidisciplinary team approach that includes mental health, case management, and security practitioners. Medical personnel will be part of the multidisciplinary team when inmates who have chronic care or other significant medical accommodation needs participate in this program.

Comment: None.

Protocols: Written policy and procedure, individualized treatment plan, step-down compliance review form.

Process Indicators: Pre-screening evaluation, multidisciplinary classification/case notes, completed step-down compliance review forms. Logs and completed monthly evaluations.
Proposed Change:

Female inmates determined to be pregnant will not be housed in Extended Restrictive Housing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, logs and observation.
Proposal: Confinement of offenders under the age of 18 years of age in Extended Restrictive Housing is prohibited.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, logs, housing assignments; Observation.
Proposal: An inmate will not be placed in Restrictive Housing on the basis of Gender Identity alone.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and housing assignments.
Proposal: Written policy, procedure, and practice exist that provide for placement in Restrictive Housing only for behaviors which pose a direct threat to the safety of persons, or a clear threat to the safe and secure operations of the facility. The policy and procedure will dictate the process and considerations that will be used in determining placement in Restrictive Housing to include:

- The level of threat of the individual in relationship to the behaviors outlined in the policy.
- The input of medical and mental health practitioners/providers regarding the impact of Restrictive Housing on individuals.
- Sanctions other than Restrictive Housing that is adequate to address the behavior and maintain a safe environment.

Comment: Offenders who pose a threat to staff, other inmates, or themselves may be removed from the general population for the safety and security of the institution. An official review must occur within 24 hours.

Process Indicators: Specific paperwork documenting review and approval/disapproval of placement or removal. Documentation showing review.
Proposal: The facility administrator or designee can order immediate placement in Restrictive Housing when it is necessary to protect the inmate or others. The action will be approved, denied, or modified within 24 hours by an appropriate and higher authority who is not involved in the initial placement.

Comment: None.

Protocols: Written policy and procedure

Process Indicators: Documentation of review within 24 hours. Facility records. Inmate records.
Proposal: (MANDATORY): When an inmate is transferred to Restrictive Housing, health care personnel are informed immediately and provide screening and review of medical and mental health risks factors as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each inmate in Restrictive Housing receives a daily visit from a qualified health care provider. The presence of a health care provider in Restrictive Housing is announced and recorded. The health authority determines the frequency of physician visits to Restrictive Housing units.

Comment: Health care provider’s visits are intended to be screening rounds and are not meant to be clinical encounters. The visit ensures that inmates have access to the health care system. The health care provider determines the appropriate setting for further medical attention or examination and may request an inmate’s removal from a cell or housing area to a clinical environment.

Protocols: Written policy and procedure

Proposal: The purpose for placement of inmates in Restrictive Housing is reviewed by a supervisor every seven days for the first 60 days and at least every 30 days thereafter.

Comment: None.


Process Indicators: Documentation of review process and outcomes.
Manual: Adult Local Detention Facilities
Edition: Fourth
Standard: 4-ALDF-RH-005 (Ref: 4-ALDF-2A-49)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: There is a review process used to transfer an inmate from Restrictive Housing.

Comment: None.


Process Indicators: Documentation of review process and outcomes.
4-ALDF-RH-006: Restrictive Housing units provide living conditions that approximate those of the general inmate population. All exceptions are clearly documented.

**Comment:** None.

**Protocols:** Written policy and procedure. Restrictive Housing log book. Unit schedule.

**Process Indicators:** Documentation of exceptions.

4-ALDF-RH-006-1: Restrictive Housing cells/rooms permit the inmates assigned to them to converse with and be observed by staff members. All cells/rooms in Restrictive Housing provide a minimum of 70 square feet, and shall provide 35 square feet of unencumbered space for the first occupant and 25 square feet of unencumbered space for each additional occupant.

**Comment:** None.

**Protocols:** Written policy and procedure.

**Process Indicators:** Log book entries. Observation
Proposal: Written policy, procedure, and practice require that all Restrictive Housing inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior, self-harm receive more frequent observation; suicidal inmates are under continuous observation. The type of observation (minimal to constant) is determined by a health professional and documented on a log.

Comment: An inmate companion program for use in the observation process is acceptable provided that the inmate companion is trained and monitored.

Protocols: Written policy and procedure. Staffing plan. Log format.

Process Indicators: Facility records and logs. Documentation of cell checks.
Proposal: Inmates in Restrictive Housing receive daily visits from the facility administrator or designee and weekly visits from members of the program staff.

Comment: None.

Protocols: Written policy and procedure. Log format.

Proposal: Staff assigned, on a regular basis, to work directly with inmates in Restrictive Housing units are selected based on criteria that includes:

- experience
- suitability for this population
- specialized training

Staff is closely supervised and their performance is documented at least annually. There are provisions for rotation of security staff to other duties.

Comment: Specialized training should include but not limited to Crisis Intervention Training, Stress Management, CBHC, etc.

Protocols: Written policy and procedure. Staff roster/schedule.

Process Indicators: Performance reviews. Documentation of staff rotation.
Proposal: Written policy, procedure, and practice provide that all inmates in Restrictive Housing are provided medication as prescribed.

Comment: None.

Protocols: Written policy and procedure.

Proposal: Written policy, procedure, and practice provide that all inmates in Restrictive Housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.

Comment: None.

Protocols: Written policy and procedure.

Proposal: Inmates in Restrictive Housing units have the opportunity to shave and shower at least three times per week. Inmates in Restrictive Housing units receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing.

Comment: None.

Protocols: Written policy and procedure. Restrictive Housing activity/service schedule.

Process Indicators: Restrictive Housing log. Documentation of exceptions.
Proposal: When an inmate in Restrictive Housing is deprived of any usual authorized items or activity, a report of the action is made and forwarded to the facility administrator or designee.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Completed report. Documentation of report of actions to administrator. Inmate interviews
Proposal: Inmates in Restrictive Housing units can write and receive letters on the same basis as inmates in the general population.

Comment: None.

Protocols: Written policy and procedure.

Proposal: Inmates in Restrictive Housing units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log. Documentation of denials.
Proposal: Inmates in Restrictive Housing units have access to legal materials.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.
Proposal: Inmates in Restrictive Housing units have access to reading materials.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.
Proposal: Inmates in Restrictive Housing units are offered a minimum of one hour of exercise five days a week outside their cells, unless security or safety considerations dictate otherwise.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log. Unit schedule.
Proposal: Inmates in Restrictive Housing are allowed at a minimum telephone privileges to access the judicial process and family emergencies as determined by the facility administrator or designee.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.
Proposal: Inmates in Restrictive Housing, have access to programs and services that include, but are not limited to the following:

- legally required educational services
- hygiene items
- social services
- religious guidance
- recreational programs
- Medical, dental and behavioral health services

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Staff and inmate interviews. Restrictive Housing log.
Proposal: Restrictive Housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for Restrictive Housing units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150 square feet of unencumbered space exceeding the base requirement of 180 square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180 square feet of unencumbered space.

In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire shall be made available to the inmates who desire to take advantage of their authorized exercise time.

Comment: None.


Proposal: Written policy, procedure, and practice require that step down programs from Extended Restrictive Housing are offered to inmates to facilitate the reintegration of the inmate into general population or the community. (does not apply to immediate court order release)

These programs shall include, at a minimum, the following:

- Weekly evaluations using a multidisciplinary approach to determine the inmate’s compliance with program requirements
- Subject to weekly evaluations;
  - Gradually increasing out-of-cell time
  - Gradually increasing group interaction
  - Gradually increasing education and programming opportunities
  - Gradually increasing privileges
- Step-down compliance review

Comment: None.


Proposal: Female inmates determined to be pregnant shall not be housed in Extended Restrictive Housing.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and Admission in housing.
Manual: Adult Local Detention Facilities
Edition: Fourth
Standard: 4-ALDF-RH-025 (Ref: New)
Agency/Facility: ACA Restrictive Housing Committee
Facility Size: N/A
Accredited: N/A
Proposal Type: Addition

Proposal: Confinement of offenders under the age of 18 years of age in Extended Restrictive Housing is prohibited.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and Admission in housing.
Proposal: Written policy, procedure and practice shall support programs of criminal justice deflection and diversion for those individuals exhibiting signs and symptoms of mental illness.

Comment: None

Protocols: Written policy and procedure

Process Indicators: Curriculums; transcripts; rosters
Proposal: An inmate shall not be placed in Restrictive Housing on the basis of Gender Identity alone.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Interviews with inmates/staff, Observation and Admission in housing.
Proposal: An individual diagnosed with a serious mental illness will not be placed in Extended Restrictive Housing, unless the multidisciplinary service team determines there is an immediate and present danger to others or the safety of the institution. There must be an active individualized treatment plan that includes weekly monitoring by mental health staff, treatment as necessary, and steps to facilitate the transition of the offender back into general population.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Placement assessment form; review forms, logs and medical records.